



EMPLOYEE BULLETIN

EB No. 802

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ENERGY CONSERVATION

1. As the single largest energy user in the nation, the Federal Government bears the responsibility of leadership in energy conservation. In sharing this responsibility, the Agency has remained responsive to all conservation measures established by the General Services Administration (GSA) in compliance with Presidential directives to conserve precious energy. Past headquarters notices and employee bulletins have identified major areas having energy-saving potential and provided guidelines to assist employees in achieving established energy goals, such as:

a. Maintaining building temperatures of 78 degrees during the summer and 65 degrees during the winter.

b. Turning off lights and equipment not in use.

c. Using carpools and vanpools to commute to work, coordinating and consolidating trips to other agencies, using conference calls in lieu of traveling to meetings, and using the Agency shuttle bus service.

d. Closing curtains and blinds before leaving at night.

e. Observing the ban on the use of supplemental fans and heaters unless specifically approved. Requests for use of fans and heaters in the Headquarters Building will be forwarded to the Chief, Headquarters Engineering Branch, RECD/OL, Room 3E24 Headquarters Building, [redacted]. Requests for use in other Agency buildings will be directed to the Chief, Field Engineering Branch, RECD/OL, Room 2F09 [redacted].

2. In addition to the above energy-saving measures, GSA has announced a new energy conservation program requiring employee participation to begin 1 June 1980. The goal of this program is to reduce overall Agency consumption by 5 percent from Fiscal Year 1979 by significant reduction of energy consumption in GSA-owned and operated buildings in the National Capital area. The program features the following conservation measures:

- a. Setting of building temperatures at 80 degrees Fahrenheit.
 - b. Turning off air-conditioning equipment prior to the end of the normal workday. (Early equipment shutdown usually will not adversely affect personal comfort.)
 - c. Reducing interior and exterior lighting levels.
 - d. Reducing overtime (after hours and weekends) air-conditioning operations.
3. The construction of the heating, ventilating, and air-conditioning systems imposes limits and inflexibilities on the control and operation of the systems. Extensive room partition reconfigurations and variable sun loads, along with aging and hard-to-maintain equipment, combine with the physical limitations of the system, making it impossible to maintain a uniform building temperature of 80 degrees. Temperature and humidity levels will differ from one area to another. In areas considered unproductively warm, employees should use discretion and may wear clothing more comfortably suited to particular office conditions.
4. All employees are encouraged to support these energy conservation measures and continue to seek new and innovative approaches to improve energy efficiency in keeping with the spirit and intent of the Federal energy program and Presidential directives.

DISTRIBUTION: ALL EMPLOYEES